

## **BUDGET & FUNDRAISING DISCUSSION GUIDE**

### **Part 1: First-Year Budget**

- 1)** Develop a budget for your initial workshop. You may want to review the sample budgets from the toolkit. Which items will be covered by existing sources of funding? Which items (if any) do you still need to find support for?
- 2)** Develop a budget for your first year of academic-year meetings. Again, you may want to review the sample budgets from the toolkit. Which items will be covered by existing sources of funding? Which items (if any) do you still need to find support for?

### **Part 2: Long-Term Funding Prospects**

- 1)** Are there currently available or anticipated sources of funding that you might be able to tap into (*e.g., a team member's or departmental grant, university or school district internal programs, departmental discretionary funds that might cover academic-year meetings*)?
- 2)** Are there any in-kind contributions (*e.g., meeting space, web space, staff time, copies of materials*) or donations (*e.g., food, prizes, etc.*) that you could ask for?
- 3)** In addition to any currently available sources of funding, in-kind contributions, and donations, identify a short list of other potential funding sources for the future. The MTC Network has done an initial funding search to help get you started. Spend some time researching these prospects.

### **Conference Call Preparation**

For your conference call with the MTC Network staff, please be ready to discuss:

- Your first-year budget
- Your ideas about long-term funding prospects
- Your thoughts about a timeline and next steps for fundraising